

# **TRANSPORTATION ENHANCEMENT PROGRAM**

## **REQUEST FOR PROPOSALS**

**Project Solicitation for FY 2003**

### **APPLICATION PACKET**

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## 1. ENHANCEMENT PROGRAM OVERVIEW

The Idaho Transportation Enhancement Program is a statewide competitive program that provides federal highway funds to preserve and create in Idaho more livable communities where roads blend with and preserve the natural, social, and cultural environment. It uses the flexible and innovative funding and design features of the federal enhancement program to fund those surface transportation related projects that strengthen the cultural, aesthetic, or environmental value of Idaho's transportation system. The Idaho Transportation Board policy sets a \$500,000.00 cap on the federal funds that can be awarded to an enhancement project.

The funds are available for twelve "transportation enhancement activities" specifically identified in the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21). Enhancement funds are available only for special or additional activities not normally required on a highway or transportation project. They cannot be used for routine or customary elements of construction and maintenance, or for required mitigation.

**This is not a grant program!** Enhancement projects are part of the Surface Transportation Program—a Federal-aid program that predominantly provides payments through reimbursement of qualified expenditures. This means that the sponsor pays the cost associated with the project and submits a reimbursement request to the Idaho Transportation Department. Sponsoring agencies must budget for these costs in their annual budget process.

**Participation requires matching funds** from the agency sponsoring the project. The match ratio in Idaho is based on the cost of the project, ranging from a minimum of two-percent to a maximum of ten percent. The match requirement can be met through cash expenditures or by approved contributions of land, materials, or services. Please keep in mind that cash match will be the easiest match to account for and will involve less documentation on the part of your agency.

The project sponsor must provide a complete cost estimate for the project, and identify the source and type of matching funds. Good cost estimates are vital to ensuring that projects are completed on time within budgets. Costs in excess of the project budget will be the responsibility of the project sponsor or may cause the sponsor to reapply for funding at a later time. (See Board Policy, Page 24)

Enhancement projects **must conform to federal and state procedures and requirements** for project development and contracting, including requirements for environmental protection, right-of-way acquisition, consultant selection, labor and civil rights, procurement, and various permits, certifications, and clearances.

Applicants who are not familiar with these procedures should be aware that most costs incurred on a project prior to federal approval of the Statewide Transportation Improvement Program (STIP) will not be eligible for Federal-aid reimbursement nor can they be used as match. The STIP includes the transportation enhancement projects approved by the Idaho Transportation Board.

A construction project is normally expected to be built under a contract with a private firm. The Idaho Transportation Department (hereinafter referred to as the "Department" or "ITD") will review the project plans and activities for compliance with the Department's procedures and requirements.

## 2. ELIGIBILITY

Proposed projects must meet all three of the following “eligibility criteria”. Projects must also be consistent with statewide and local transportation goals and approved comprehensive plans.

1. **Must fit one of the twelve “transportation enhancement activities”** or may include more than one of them. The activities fall into three main groups :
  - Historic (includes activities 3, 4, 6, 7, 10, and 12)
  - Scenic and Environmental (includes activities 3, 4, 5, 9, 11a, and 11b)
  - Pedestrian or Bicycle (includes activities 1, 2, and 8)

### **TRANSPORTATION ENHANCEMENT ACTIVITY**

### **PAGE REFERENCE**

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2. **Must have a relationship to the "surface transportation system"** but not necessarily to a currently planned highway project. Surface transportation means all elements of the intermodal transportation system (including water) but excluding aviation.

The relationship may be by *function*, *proximity*, or *benefit*. These terms are explained in the Glossary Section.

3. **Must be “over and above” normal projects or activities—not routine or required.** Activities required by TEA-21 or other federal laws (including environmental, historic preservation or public health and safety regulations) are not considered enhancements. Routine maintenance such as weed control, repaving existing paths or walkways and customary elements of roadway construction such as lighting, traffic signals and noise barriers are also not eligible.

### 3. APPLICATION PROCESS

Enhancement projects are selected through a competitive application process. The information you provide in the application will be used to determine your project's eligibility, priority, and placement in the construction program.

#### **Maximum Cap on Federal Funds is \$500,000.00**

Transportation Enhancement Program projects **will be limited to a maximum of \$500,000 in federal enhancement transportation funding.** Projects greater than \$500,000 will be accepted for consideration only if the amount above the limit is funded through sources other than the Enhancement program. Applicants can look at phased applications for more costly projects as long as each phase provides a usable facility.

#### **Matching Fund Requirements**

The percentage of matching funds required from the project sponsor as a match for the federal share of enhancement transportation funds shall be based on the sliding scale shown below:

<u>Federal Transportation Enhancement Program Funds</u>	<u>Minimum Sponsor Match Required</u>	<u>Maximum Total Project Cost with Minimum Match Applied</u>
\$0 -- \$100,000	2% of the total federal project cost	\$102,000.00
\$100,001 -- \$200,000	4% of the total federal project cost	\$208,000.00
\$200,001 -- \$300,000	6% of the total federal project cost	\$319,000.00
\$300,001 -- \$400,000	8% of the total federal project cost	\$435,000.00
\$400,001 -- \$500,000	10% of the total federal project cost	\$555,000.00

The required match can be applied to any or all of the three project phases (preliminary engineering, right-of-way, and construction). The sponsor must cover 100% of any project costs not eligible for Enhancement funding, and these costs should be shown separate from the request for enhancement funding. Funds received for project development must be returned to FHWA if Federal-aid funds are reimbursed, but the project does not go to contract. An exception would be an unforeseeable environmental situation that would stop the construction of a bike path.

Funds from federal agencies other than FHWA as a general rule can be used as match. Donations of cash, materials, property and volunteer work can also apply towards the match share if approved in advance.

#### **Project Solicitation for FY 2003**

Enhancement projects are assigned to a fiscal year (FY) for construction. The fiscal year is based on the federal fiscal year that begins October 1<sup>st</sup> of the preceding calendar year and ends on September 30<sup>th</sup>. Currently the Enhancement Program is fully programmed through FY 2002 (i.e., September 30, 2002). This current solicitation is for projects that will be constructed or go to contract for construction in FY 2003 (October 1, 2002-September 30, 2003).

## Compliance with Transportation Goals and Plans

All proposed projects should be consistent with any statewide or local transportation or comprehensive plans covering the project area.

## Combining Enhancement Activities with Non-eligible Activities

Enhancement activities can be developed as stand-alone projects or as parts of larger projects. On large projects, there may be some elements that qualify as enhancement activities and others that don't. Elements that have a "direct relationship to the surface transportation system" and that qualify as enhancement activities can be paid with Enhancement funds. Other project work must be paid by the project sponsor or through other funding sources.

## Complete Application

Only the information submitted in the project application will be considered during ITD's eligibility and funding review processes. Applications with missing or contradictory information concerning the eligibility items discussed in this section will not continue through the review process.

## Determining Eligibility

Projects must meet all of the "eligibility criteria" described on Page 3. If you're not sure your project qualifies, please contact the ITD District contact or MPO area contact for assistance before proceeding with your application.

## What Needs To Be Submitted

The forms and information you will need to submit a project are found in **Section 9, titled Application Materials**. *You will be required to submit an original and 10 copies* of all the information requested in the Application Materials section. *The entire submittal including letters of reference may not be longer than 16 single-side pages.*

## Website-How to Get to the Enhancement Application

The Website location of the application is [www2.state.id.us/itd/planning](http://www2.state.id.us/itd/planning) in the "what's new" section.

## Where and When To Submit the Application

### 1. For Projects Located Within a Metropolitan Planning Organization (MPO) Boundary

The map located on Page 8, shows the location of the three MPO areas in Idaho. If the application is for a project located within the boundaries of a Metropolitan Planning Organization (parts of Ada, Bannock or Bonneville Counties) it must be submitted to the appropriate MPO by the due date shown below.

Applicants with a proposed project that is located in the MPO area should contact the MPO to clarify project eligibility, project development, implementation requirements, and for application assistance.

#### **METROPOLITAN PLANNING ORGANIZATIONS:**

<b>Community Planning Association of SW Idaho</b> 413 W. Idaho, Suite 100 Boise, ID 83702-6064 Phone: (208) 345-5274, Fax: (208) 345-5279 <b>Contact:</b> Ali Bonakdar  <i><b>Application Due Date: February 18, 2000</b></i>	<b>Bannock Planning Organization</b> PO Box 6079 Boise, ID 83702-6064 Phone: (208) 233-9322, ext. 23 Fax (208) 233-4841 <b>Contact:</b> Mori Byington <i><b>Application Due Date: February 4, 2000</b></i>
<b>Bonneville Metropolitan Planning Organization</b> PO Box 50220 Idaho Falls, ID 83405-0220 Phone: (208) 528-5530, Fax: (208) 528-5529 <b>Contact:</b> Darrell West <i><b>Application Due Date: February 8, 2000</b></i>	<p style="text-align: center;"><i><b>Please Note:</b></i></p> <p style="text-align: center;"><i><b>Due Dates Are Different For Each MPO</b></i></p>

#### **2. For Projects located Outside a MPO Boundary**

The map on page 8 shows the boundaries of each of the six ITD District. Projects located within the physical boundaries of a District must be received in the District Office no later than March 21, 2000. MPOs are also responsible for submitting the projects received within their boundaries by March 21, 2000.

#### **IDAHO TRANSPORTATION DEPARTMENT DISTRICT OFFICES:**

L. Scott Stokes, District Engineer <b>District 1-</b> Idaho Transportation Department 600 West Prairie Coeur d'Alene ID 83815-8764 <b>Contact:</b> Carole Richardson, Senior Trans.Planner Phone: (208) 772-1274, Fax (208) 772-1203	James F. Carpenter, District Engineer <b>District 2-</b> Idaho Transportation Department PO Box 837 (2600 North and South Highway) Lewiston ID 83501-2028 <b>Contact:</b> Kevin Lilly, Local Road Coordinator Phone: (208) 799-4234, Fax (208) 799-4301
Loren Thomas, District Engineer <b>District 3-</b> Idaho Transportation Department PO Box 8028 (8150 Chinden Blvd., Boise 83714-1367) Boise ID 83714-1367 <b>Contact:</b> Pam Lowe, Asst. District Engineer Phone: (208) 334-8303, Fax (208) 334-8917	Devin Rigby, District Engineer <b>District 4-</b> Idaho Transportation Department PO Box 2-A (216 Date Street, Shoshone 83352) Shoshone ID 83714-1367 <b>Contact:</b> Bob Humphrey, Senior Trans.Planner Phone: (208) 886-7832, Fax (208) 8867895-8917
Ed Bala, District Engineer <b>District 5-</b> Idaho Transportation Department PO Box 4700 (515 South 5 <sup>th</sup> , Pocatello 83204) Pocatello ID 83205-4700 <b>Contact:</b> Judy Harmon, Senior Trans.Planner Phone: (208) 239-3369, Fax (208) 239-3367	Jim Richard, District Engineer <b>District 6-</b> Idaho Transportation Department PO Box 97 (206 North Yellowstone Rigby 83442) Rigby ID 83442-0097 <b>Contact:</b> Lance Holmstrom, Senior Trans.Planner Phone: (208) 745-5608, Fax (208) 745-8735

**All applications must be received at the appropriate ITD District  
Office by close of workday Monday, March 21, 2000.**

## **IDAHO TRANSPORTATION DEPARTMENT HEADQUARTERS:**

For questions about projects that do not fit within a specific geographic area, or to receive additional application packets, contact the Enhancement Program Coordinator. If you need general information on bicycle pathways, contact the Bicycle Coordinator. All other questions should be directed to the district contact.

<b>Intermodal Planning Section</b> 3311 W. State St. P O Box 7129 Boise, ID 83707-1129 Phone: (208) 334-8209, Fax: (208) 334-3858 <b>Contact:</b> Patricia Raino, Enhancement Program Coordinator	<b>Division of Transportation Planning</b> 3311 W. State St. P O Box 7129 Boise, ID 83707-1129 Phone: (208) 334-8272, Fax: (208) 334-4432 <b>Contact:</b> Mark McNeese, Bicycle/Pedestrian Coordinator
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# Idaho Transportation Department Districts (1-6)

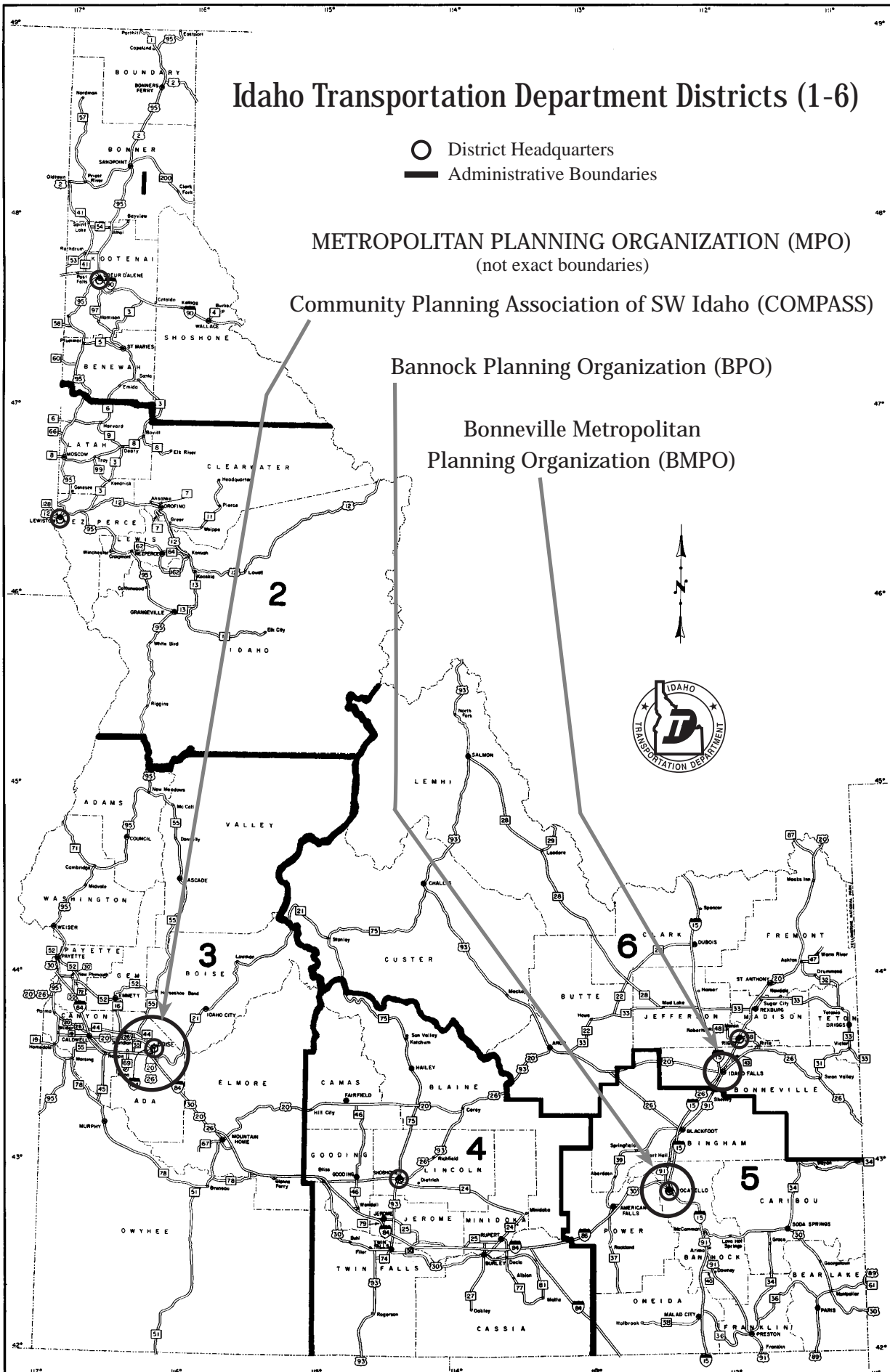
- District Headquarters
- Administrative Boundaries

METROPOLITAN PLANNING ORGANIZATION (MPO)  
(not exact boundaries)

Community Planning Association of SW Idaho (COMPASS)

Bannock Planning Organization (BPO)

Bonneville Metropolitan  
Planning Organization (BMPO)





## 4. ROLES, RESPONSIBILITIES AND PROJECT REQUIREMENTS

### Applicant and Sponsor

The “Applicant” is a public agency, private organization, or special interest group that originates the Enhancement project. Applicants may contribute cash, property, materials, and labor or services to the project. However, if not a public agency, the applicant must find a local, state, tribal, regional or federal governmental agency willing to sponsor the project.

The “Sponsor” is a governmental agency that agrees *by contract* to be responsible for financing the project, managing its development and construction, and providing or arranging long-term maintenance. Maintenance is critical and projects will not be able to proceed to the construction stage unless long-term maintenance can be assured, i.e. it makes no sense to build a bicycle pathway that is neglected and not maintained by the sponsor.

### Federal and State Roles

The Federal Highway Administration (FHWA) reviews the proposed projects and authorizes funding. The Idaho Transportation Department acts as an agent of FHWA—assisting project sponsors and applicants, reviewing plans and estimates, monitoring the project development process, awarding contracts, ensuring conformance to standards, and disbursing payments.

### Design and Construction Standards

All Enhancement projects must conform to ITD and AASHTO design standards, or the accepted standards for the type of work being done (architectural standards, building codes, etc.). Projects within a state highway right-of-way must meet ITD design and construction policies and standards. Bicycle facility design standards are in AASHTO's 1999 Guide for the Development of Bicycle Facilities.

### Federal Project Requirements

Projects must conform to federal requirements and state regulations. Some of these are listed below. (See glossary for definitions of terms and acronyms.)

<i>Environmental &amp; Cultural</i>	National Environmental Policy Act (NEPA) process, wetland permits, Endangered Species Act, Section 4(f), Section 106 Procedures
<i>Property Acquisition</i>	Uniform Relocation Assistance and Real Properties Acquisition Act
<i>Labor</i>	Davis Bacon Act, Civil Rights Act, and Disadvantaged Business Enterprise (DBE) Program
<i>Contracts</i>	Competitive bidding requirements, Qualifications-Based Selection, Title VI
<i>Procurement</i>	Common Rule (49 CFR 18), Buy America

### Cost Estimates

The project sponsor must provide a complete cost estimate for the project, and identify the source and type of matching funds. Good cost estimates are vital to ensuring that projects are completed on time within budgets.

**Costs in excess of the project budget will be the responsibility of the project sponsor or may cause the sponsor to reapply for funding at a later time. (See Idaho Transportation Board Policy, Page 24)**



Cost factors often underestimated by applicants not familiar with Federal-aid requirements include:

- Labor/Pay Rates – Projects over \$2,000 that are located within the existing right-of-way of a Federal-aid highway are subject to “Davis Bacon” wage rates. Contractors may not use volunteer labor if Davis Bacon rules apply. *Please note, that Davis-Bacon does not apply for projects whose eligibility is based on function such as bike paths and restoration of railroad facilities that are located outside the highway right-of-way.*
- Environmental Documentation – There are streamlined procedures for Enhancement projects, but the basic rules still apply. Allow time and expenses for evaluating wetlands, endangered species, hazardous materials, historic or archeological sites, and mitigation activities.
- Right-of-way – Include costs for appraisal, negotiations, and purchase or transfer. The use of donated property or existing public right-of-way may still involve some costs.

## **Project Requirements and Eligibility By Type of Project**

### **1. BICYCLE AND PEDESTRIAN FACILITIES**

#### ***Minimum Requirements***

- Must provide access to a destination, or links to other modes of transportation.
- Must conform to state and local design standards.
- Must meet ADA requirements.
- Consistent with adopted community plan(s).

#### ***Eligible***

- New or improved lanes, paths or shoulders for bicyclists; multi-use paths and trails.
- Shelters and bike racks for bicycles; signing and marking of routes and facilities.
- Sidewalks, curb extensions, benches, shelters, awnings and landscaping in areas used by pedestrians.

### **2. SAFETY AND EDUCATION ACTIVITIES FOR PEDESTRIANS AND BICYCLISTS (non-construction)**

#### ***Minimum Requirements***

- Must be accessible to a broad spectrum of the public.
- Must be consistent with state and local code on bicycle and pedestrian travel.

#### ***Eligible***

- Recognized Programs targeted to pedestrians or bicyclists.
- Recognized Programs targeted to driver awareness of pedestrians and bicyclists.
- Development of new curricula or implementation of curricula developed by others.

#### ***Not Eligible***

- Construction Projects.

### **3. ACQUISITION OF SCENIC EASEMENTS AND SCENIC OR HISTORIC SITES**

#### ***Minimum Requirements***

- Requires written agreement or other mechanism to preserve site’s scenic/historic values.
- Land acquired must have significant aesthetic, natural, visual or open space values.

### ***Eligible***

- Property listed in or eligible for listing in the National Register of Historic Places.
- Protecting views of land-forms, vegetation or other scenic features unique to the region.
- Protecting scenic values that promote the facility as a preferred route or destination.
- Protection of structures having unique design or construction features, or having significant features connected with a notable designer or architect.
- Appraisals, surveys, legal costs, and purchase costs.
- Acquisition through purchase, donation, transfer, or trade.

### ***Not Eligible***

- Safety rest areas.

## **4. SCENIC AND HISTORIC HIGHWAY PROGRAMS (Including Tourist and Welcome Centers)**

### ***Minimum Requirements***

- Must be a highway location with significant scenic or historic values.
- Some waivers of federal design standards are allowed if located on a designated Scenic or Historic Byway.

### ***Eligible***

- Planning, design, and development of new state scenic and historic byway programs.
- Projects that protect or enhance the scenic, historic, cultural, natural or archaeological integrity of an existing highway or the adjacent area.
- Projects that improve visitor appreciation of the highway or adjacent area.
- Tourist facilities such as kiosks, overlooks, interpretive displays, and welcome centers.
- Construction of turnouts or waysides to accommodate new facilities for tourists or welcome centers.

### ***Not Eligible***

- Construction of safety rest areas (though eligible items in rest area projects can be funded).
- Construction of new scenic highways.

## **5. LANDSCAPING AND OTHER SCENIC BEAUTIFICATION**

### ***Minimum Requirements***

- Improves the attractiveness of areas “within the viewshed” of a highway or other transportation facility such that it enhances use or appreciation of the facility.
- Maintenance Plan

### ***Eligible***

- Planning, design, and construction of scenic overlooks.
- Restoration of historic landscapes.
- Construction of landscapes which are compatible with their surroundings.
- Planning, testing and planting for restoration or reintroduction of native plant communities and appropriate adaptive species.
- Site interpretation, or providing information about resource preservation programs.

### ***Not Eligible***

- Construction or rehabilitation of rest areas or parks.
- Benches, restrooms, and water fountains installed as landscape or scenic enhancements (though these may be eligible as pedestrian facilities or as part of a tourist/welcome center).

- Routine, incidental or maintenance activities such as mowing, weed control, tree pruning, soil stabilization, drainage improvements, or post-construction replanting and reseeding.
- Seeding or planting for erosion control or screening purposes.
- Tree removal (except under specific conditions).

## **6. *HISTORIC PRESERVATION (Related to Surface Transportation)***

### ***Minimum Requirements***

- Must be listed or eligible for listing on the National Register of Historic Places.
- Enables public access to the historic property.

### ***Eligible***

- Preservation of a historic district, site, structure, object or landscape.
- All aspects of historic preservation: identification, evaluation, documentation, curation, acquisition, protection, management, rehabilitation, interpretation, restoration, stabilization, and maintenance.

### ***Not Eligible:***

- Expenditures required by Section 4(f) of the U.S. Department of Transportation Act of 1966 or Section 138 of Title 23, Preservation of Parklands.
- Actions to avoid or mitigate the effect of a project on any historic place.
- Elements of a project that result in inappropriate alterations to historic facilities.

## **7. *REHABILITATION AND OPERATION OF HISTORIC TRANSPORTATION FACILITIES***

### ***Minimum Requirements***

- Must be listed or eligible for listing on the National Register of Historic Places.
- Significant historic features must be preserved.
- Completed project must be open to the general public for a transportation or non-transportation use consistent with the historic character of that property.

### ***Eligible***

- Buildings and related structures or sites associated with operation, use, construction, or maintenance of modes of surface transportation.

## **8. *PRESERVATION OF ABANDONED RAILWAY CORRIDORS***

### ***Minimum Requirements***

- Corridors must be authorized for abandonment by the Interstate Commerce Commission (or pending proceedings), or must be “rail banked” under a federal or state authority.
- Must be for public use.
- Projects must be able to acquire full title or easement to the property.

### ***Eligible***

- Planning, acquisition, rehabilitation, and corridor development costs.

### ***Not Eligible***

- Preserving a rail corridor for future highway or public transit uses (for instance, light rail).

## **9. CONTROL AND REMOVAL OF OUTDOOR ADVERTISING**

### ***Minimum Requirements***

- Control efforts must be beyond existing requirement to exercise “effective control” (sections 104 and 131 of Title 23).

### ***Eligible***

- Control or removal of existing signs, displays, and devices that are not compatible with their surroundings. May include acquisition of conforming or non-conforming signs.
- Inventories of existing signs (for use in planning control or removal efforts).

### ***Not Eligible***

- Removal applies only to advertising that would not otherwise have to be removed according to state and federal regulation.

## **10. ARCHAEOLOGICAL PLANNING AND RESEARCH**

### ***Minimum Requirements***

- Project sites or research areas must be associated with transportation facilities.
- Must produce a useable product (such as a report, data base or site identification system) that is available to public agencies for planning, design and maintenance of transportation facilities.

### ***Eligible***

- Archaeological research on sites eligible for Transportation Enhancement funds.
- Research on archaeological preservation and interpretation techniques.
- Planning to improve identification, evaluation, and treatment of archaeological investigation.
- Synthesis of archaeological data from transportation projects and other archaeological sites.
- Development of national or regional research designs to guide future surveys and data recovery.

### ***Not Eligible***

- Actions required to avoid or mitigate project-related effects (under section 138 of Title 23 or section 303 of Title 49).
- Actions required by the Archaeological Resources Protection Act or the Archaeological Conservation Act.

## **11a. MITIGATION TO ADDRESS WATER POLLUTION DUE TO HIGHWAY RUNOFF**

### ***Minimum Requirements***

- Must be beyond what is normally required as mitigation for transportation projects.
- Must be beyond routine or required maintenance practices for existing facilities.

### ***Eligible***

- Seeding, plantings and other stabilizing measures to reduce erosion near streams or other waters.
- Traps, basins, and other structures for retaining sediments and pollutants in highway runoff.
- Swales and wetland areas for filtering sediments and pollutants from highway runoff.

### ***Not Eligible***

- Erosion and sediment controls that are standard construction practices or Best Management Practices, or required by a NPDES permit or Sediment/Erosion Control Plan as part of a construction project.
- Required or neglected maintenance of roadside slopes and highway drainage features.

## **11b. MITIGATION TO REDUCE VEHICLE-CAUSED WILDLIFE MORTALITY**

### ***Minimum Requirements***

- Must be beyond what is normally required as mitigation for transportation projects.
- Must be beyond routine or required maintenance practices for existing facilities.

### ***Eligible***

- Replacing existing roadside vegetation with appropriate low-growing species to improve visibility to and from roadside areas, or with appropriate species less attractive to wildlife.
- Installing or modifying facilities to accommodate wildlife passage across highways.

### ***Not Eligible***

- Erosion and sediment controls that are standard construction practices or Best Management Practices, or required by a National Pollution Discharge Elimination System permit or Sediment/Erosion Control Plan.

## **12. ESTABLISHMENT OF TRANSPORTATION MUSEUMS**

### ***Minimum Requirements***

- Must produce a useable facility that is open to the public.
- Must be educational in nature with a formally stated mission and formal programs for; care and maintenance of exhibits and collections, and presentations to the public.
- Must meet ADA accessibility requirements.
- Must be a "not for profit" or government entity.

### ***Eligible***

- New museums with exhibits relating primarily to the history of transportation and travel.
- A transportation wing in an existing facility.

### ***Not Eligible***

- Objects or structures related to aviation.

## **5. PROJECT SELECTION PROCESS**

ITD and FHWA staff will review the project proposals for completeness, clarity and eligibility. Applicants may be called to verify or clarify application information if necessary.

Under Idaho Transportation Board Policy B-11-03, an Enhancement Advisory Committee (EAC) is charged with reviewing Enhancement applications and recommending a prioritized list of projects to the Idaho Transportation Board during the annual update of the Highway Development Program.

Projects will be placed in the FY 2003 Enhancement Program based on their priority ranking and availability of funds. They will first appear in the draft Statewide Transportation Improvement Program (STIP) and be available for public comment during July 2000.

The Idaho Transportation Board normally approves the Highway Development Program in September. Those projects approved for funding then go to the Federal Highway Administration and Federal Transit Administration as part of the Statewide Transportation Improvement Program. Notification of project award will go out once the Board has approved the Highway Development Program.

## 6. SELECTION CRITERIA

Projects will be scored and ranked based on five general criteria along with project-specific criteria and a criteria that reviews overall geographic dispersion of projects throughout the state. A summary of the scoring system is shown below, followed by examples of the factors considered for each of the criteria.

<i>Max. Points</i>	<i>Criteria</i>
15	<b>QUALITY OF EXPERIENCE:</b> Enhancement of the “quality” or “experience” perceived by people using Idaho’s transportation system.
15	<b>VALUE AND COST:</b> Effective, efficient use of Enhancement funds for projects or programs clearly related to transportation.
20	<b>SUPPORT:</b> Financial commitments, pledged contributions, and expressed approval by government agencies, the public, and non-profit groups in the area.
15	<b>IMPORTANCE:</b> Significance, uniqueness, urgency, or priority of the project within the community, state or region.
15	<b>PLANS AND GOALS:</b> Advancement of Enhancement-related goals and provisions in state or local plans or programs.
20	<b>PROJECT-SPECIFIC CRITERIA:</b> Rating factors for each of the three main project groups (historic, scenic and environmental, and bicycle and pedestrian).

*100 points possible*

### Quality of Experience:

#### *Primary factors:*

- Increases awareness and appreciation of historic, visual, natural resource or community values associated with the transportation system.
- Enhances community pride, environmental quality, or overall “quality of life”.
- Preserves or enhances the appearance of transportation routes or facilities, including areas viewed from a route or facility.

#### *Other considerations:*

- Improves access, mobility, or safety—especially for people whose transportation options are limited because of their age, income or disability.
- Improves connections between different transportation modes and carriers.
- Improves attractiveness of routes or modes not intended to provide shortest travel time.

### Value and Cost:

#### *Primary factors:*

- Appropriate treatment for the identified problem, need or opportunity.
- Realistic and reasonable cost estimate and completion schedule.
- Provides for adequate maintenance of the facility.
- If project is staged, documentation on time-table for completion of the entire scope of the project
- Provides a complete, useable facility or product—not isolated or “piecemeal”.
- Strength of the projects relationship to the transportation system.

#### *Other considerations:*



- More than one Enhancement activity encompassed in a logical and coordinated manner.
- Cost-saving measures such as volunteer labor, donations from the community, or coordination with other planned projects.
- Project is already well advanced in the design or development process.

### **Support:**

#### *Primary factors:*

- Availability and reliability of matching funds pledged or committed for the project.
- Documented awareness and support by the local community, including local, state or federal agencies other than the project sponsor.
- Capability and commitment of sponsors/applicants, based on past projects or other planned activities.

#### *Other considerations:*

- Interagency partnerships and public participation.
- Documented support by regional, statewide, or national not-for-profit organizations with established interests related to the type of project.

### **Importance:**

#### *Primary factors:*

- Importance of Enhancement funding to completion of the project.
- Importance of the project to the traveling population of the community, state, or region.
- Need for the project—problems or lost opportunities if the project is not completed.
- Benefit to a significant percentage of the traveling population, or to a “transportation disadvantaged” segment of the population (children, elderly, low-income, disabled).
- Order of ranking by MPO or other community planning agency

#### *Other considerations:*

- Protection of features or objects that are rare, unique, or of statewide significance

### **Plans and Goals:**

#### *Primary factors:*

- Actively advances goals, policies or programs for protecting or enhancing cultural, aesthetic or environmental values related to the transportation system.
- Provides transportation options and features that help make communities more “livable.”
- Fills a deficiency identified in a transportation plan, comprehensive plan, or other plan adopted by a state, federal or local agency in the project vicinity.

#### *Other considerations:*

- Enhances the state’s travel and tourism efforts.

## **PROJECT-SPECIFIC CRITERIA**

### **1. Historic Preservation Projects** (Activities #3, #4, #6, #7, #10, and #12)

#### *Site Significance:*

- Recognized historical or archaeological significance (listed in or eligible for the National Register of Historic Places, other registers, or local recognition documented in plans and/or promotional literature).
- Within or adjacent to a designated or nominated Scenic Byway, “Historic and Scenic Highway” segment, listed or eligible National Register Historic District, and National Historic Trail.

#### *Project Priority:*

- Condition or sensitivity of the site or resource. Potential loss or damage if not protected.

- Potential for yielding significant archaeological data or preservation of significant examples of an area's history, culture, or architecture.
- Maintenance or preservation of the historic integrity of the property.
- Potential for contribution to historic celebration or commemoration.

*Value/Benefit:*

- Long range plans for the property (highest priority for transportation-related uses).
- Improvement to structural integrity or protection from deteriorating elements (these will receive higher priority than aesthetic improvements only).
- Useful, accessible, or valuable to a large number and broad spectrum of people.
- Cost efficiency of a coordinated, planned program (instead of project by project).
- Professionally accepted techniques for historic preservation or archaeological research.
- Feasibility of the project, and ability of the sponsors/applicants to complete it.
- Convenient location or access. Appropriate format or presentation of information.
- Aesthetic enhancement in addition to historic preservation.

## **2. Scenic or Environmental**

### **A. Scenic Projects** (Activities #3, #4, #5, and #9)

*Site Significance:*

- Exceptionally rare or beautiful. Of statewide, regional, or national significance.
- Portrayal in national, state, local, or regional travel/promotional literature.
- Local recognition of scenic value or beautification needs.
- Within or adjacent to a designated Scenic, Historic or Backcountry Byway or other publicized tour route.
- Within or adjacent to a special use area such as a park, wildlife refuge, or National Forest.
- Bordered by areas of natural beauty or attractive ornamental landscapes.
- Located at a prominent intersection or entrance point for a town or community.

*Project Priority:*

- Priority due to current use or proposed development of adjoining properties.
- Project linked to construction activities planned for the same route or locality.
- Roadway or roadside enhancement of highways that serve as a town's Main Street.

*Value/Benefit:*

- Visible to a high percentage of the area's traveling population.
- Improves a community's image or "sense of place".
- Potential safety improvement in addition to aesthetic enhancement.
- Potential environmental benefits in addition to aesthetic enhancement.
- Long-term benefits due to use of native plant species or low-maintenance vegetation.
- Landscape plantings that integrate vegetation with its surroundings.
- Increases the percentage of Idaho transportation corridors rated "visually attractive".

### **B. Environmental Mitigation Projects** (Activities #11a and #11b)

*Site Significance:*

- Known to have erodible soils or unstable slopes.
- Higher-than-average rate of vehicle-caused wildlife mortality.
- In or near a special use area such as a park, wildlife refuge, or National Forest.
- A river that is listed in Idaho's Draft 303(d) list published by the Idaho Division of Environmental Quality.

*Project Priority:*

- Existing highway-related water pollution or wildlife mortality problem (higher priority than preventive measures).
- Potential harm to sensitive habitat, water supplies, or farmland if project not implemented.
- Potential harm to Threatened/Endangered species if project not implemented.
- *Value/Benefit:*
- Potential to significantly reduce long-term water pollution or wildlife mortality impacts.
- Increases Idaho rivers/streams meeting federal or state water quality standards.
- Aesthetic enhancement in addition to pollution control or wildlife mortality reduction.
- Proposed plantings and/or slope treatment will reduce need for chemical weed control.

### **3. PEDESTRIAN AND BICYCLE PROJECTS**

#### **A. Construction Projects (Activities #1 and #8)**

##### *Site Significance:*

- Completes or extends an existing bikeway or walkway system. Provides a missing link or provides new connections between recognized trip origin and destination areas.
- Provides a complete, useable facility or product or is appropriately staged to provide a useable facility at each stage.
- Minimizes conflicts with motorized traffic. Allows safe, efficient passage at crossings and intersections.

##### *Project Priority:*

- Serves an important corridor, major roadway, or popular destination.
- Serves a high percentage and broad spectrum of potential users, or provides much-needed improvements for a “transportation disadvantaged” segment of the population.
- Addresses a recognized safety concern.

##### *Value/Benefit:*

- Improves opportunities to cycle or walk. Removes or reduces deterrents or obstacles.
- Provides a more direct route, reduces out-of-direction travel, or provides better access to important destinations such as schools.
- Addresses the safety, security or confidence of users. Provides adequate dimensions, signing and lighting, or safety/travel information.

##### *Other Benefits:*

- Accommodates both bicyclists or pedestrians, and other potential uses.
- Helps meet transportation needs of disabled or “mobility impaired” individuals.
- Enhances environmental quality or provides tourist/recreation benefits.

#### **B. Safety and Education projects-non-construction (Activity #2)**

##### *Project Priority*

- Accessible to a broad segment of the general public
- Information is accessible to intended users of the bicycle/pedestrian transportation system.

##### *Value/Benefit*

- Integration with other enhancement projects or coordination with the National Highway Traffic Safety Administration 402 Program.
- Does not duplicate existing 402 programs.

## 7. GLOSSARY

**AASHTO** *American Association of State Highway Transportation Officials*

**Applicant** The originator of an Enhancement project. Sometimes the same as the project sponsor (if a public agency) but often a private organization involved in promoting, developing, constructing or maintaining a project in cooperation with a public agency sponsor.

**ADA** Americans with Disabilities Act of 1990 establishes requirements on the provision of facilities that will accommodate use by people with disabilities.

**Benefit** (as a means of establishing a project's relationship to the transportation system). Action that reduces adverse impacts of an existing facility or improves the use or service of an existing or planned facility. For example: pedestrian walkways that reduce auto traffic in an area, or creation of a wetland that filters pollutants from highway runoff.

**Categorical Exclusion** Determination (by FHWA) that a project will not individually or cumulatively result in adverse environmental effects. Projects with an approved "Cat Ex" do not require an Environmental Assessment or Environmental Impact Statement.

**DBE** *Disadvantaged Business Enterprise*. A woman-owned or a minority-owned business that has been certified for work on federal contracts. Federal-aid contracts include goals for contractors to utilize DBE firms for part of the project work.

**Davis Bacon Act** Sets wage requirements on federally-funded projects greater than \$2000. Applies to all Enhancement projects within an existing Federal-aid highway right-of-way, or linked to a Federal-aid facility by proximity or impact. Does not apply to work by highway agency forces. Contractors may not use volunteer labor on "Davis Bacon" projects, but state or local agencies can if the workers are under their direct control as a force account effort.

**Federal-aid Projects** Activities funded solely or partly through the Federal Highway Administration. Applicants must share in project costs by providing "matching funds."

**FHWA or Federal Highway Administration** An agency of the US Department of Transportation. Oversees various programs that provide funding and assistance for highway and other transportation projects.

**Function** (as a means of establishing a project's relationship to the transportation system). Actual use or past use for transportation or people or goods. Commonly applies to bikeways, walkways and other pedestrian/bicycle facilities. May also apply to historic preservation projects if the building, structure or facility once served as a component of the transportation system or will be used for transportation upon completion of the project.

**Hard Match** Cash payments or approved expenditures applied towards the project sponsor's required share of project costs.

**Innovative Financing** (from the *National Highway System Designation Act of 1995*). Allows donated cash, materials or services to count towards the "match" requirement (sponsor's share of project costs).

**Intermodal Transportation System** All forms of transportation, considered in a unified, interconnected manner. Includes the National Highway System, principal arterial roads, and facilities for transferring from one mode of transportation to another. Also includes public transportation, access to ports and airports, and programs that improve mobility for elderly persons, persons with disabilities, and economically disadvantaged persons.

**Local Agency Agreement** A contract between ITD and the Enhancement project sponsor, outlining the proposed work and identifying which elements are to be completed by ITD, the sponsor, or contractors.

**Maintenance Agreement** A written commitment by a private organization to provide long-term maintenance on a public right-of-way or public property. Often used where completed projects require maintenance treatments not typically performed by the state or local government maintenance crews.

**Match Ratio** The sponsor's share of project costs, expressed as a percentage of total eligible costs. (The minimum match ratio for Enhancement projects varies based on overall cost of the project, see Page 4.)

**Matching Funds or "Match"** The sponsor's share of the costs on a Federal-aid project. May be fulfilled through cash expenditures or approved in-kind contributions, and may be applied to any or all of the three project phases (preliminary engineering, right-of-way acquisition, and construction). *See "soft match" and "hard match".*

**MPO** *Metropolitan Planning Organization.* A policy/planning body in designated urban areas (pop. 50,000 or more). Composed of local elected officials, appropriate state officials, and officials (or representatives) of agencies that administer major modes of transportation in the area. All enhancement projects within MPO jurisdictions must be approved by that MPO.

**NEPA** *National Environmental Policy Act.* Requires federal agencies to consider social, economic, and environmental impacts before committing to a project. Defines procedures for evaluating impacts, documenting conclusions and mitigation activities, and incorporating public/agency involvement.

**NHPA** *National Historic Preservation Act.* Provides for identification, evaluation, registration, and treatment of historic sites and objects significant in American history, architecture, archeology, and culture.

**NPDES** *National Pollutant Discharge Elimination System* - Regulations typically permits, which specify and limit point source discharges into water bodies under Section 402 of the Federal Clean Water Act.

**Preliminary Engineering** All work necessary to advance a project from concept stage to award of contract. Includes scoping, planning studies, developing alternatives, environmental documentation, project design, and preparation of all project plans and contract documents.

**Proximity** (as a means of establishing a project's relationship to the transportation system). Occurring "within the viewshed"—that is, the area seen by users of the transportation route or facility. May apply to scenic easements, landscaping projects, and removal of outdoor advertising—activities that may not contribute to the movement of people or goods, but which integrate a transportation facility with its surrounding environment and provide social benefits.

**Qualifications-Based Selection** Negotiations for a consultant where price is not a factor (based on Idaho Code 67-2320).

**Right-of-way** The corridor of land occupied by a public road or other transportation facility. May also include lands held by a public agency or private entity for present or future uses related to transportation or utilities.

**Section 4(f)** *Section 4(f) of the U. S. Department of Transportation Act.* Requires that transportation projects avoid the use of publicly owned parks, recreation areas, wildlife and waterfowl refuges, and historic sites of national, state, or local significance unless there is “no prudent and feasible alternative.” Does not apply to historic transportation facilities if the proposed work will not adversely affect the historic qualities associated with the facility.

**Section 106** *Section 106 of the National Historic Preservation Act of 1966.* Requires federal agencies, and others receiving federal funds, to consider their project’s potential effects on properties listed in or eligible for the National Register of Historic Places.

**Soft Match** The use of donated funds, materials, and/or services as all or any portion of the required matching funds. (ITD requires advance approval and a signed agreement for this.)

**Sponsor** The governmental agency that has agreed to provide matching funds for an Enhancement project, manage project development and construction, and provide long-term maintenance. May be the agency that originated the project, or may be advancing the project in cooperation with a private organization not eligible to become a Sponsor. *Compare to “Applicant”.*

**STIP** *Statewide Transportation Improvement Program.* A five-year multimodal capital improvement program. The STIP is developed annually through coordinated efforts by ITD, federal and local governments, tribal governments, and the public. All Enhancement projects must be included in the STIP to be eligible for funding.

**Surface Transportation System** All elements of the intermodal transportation excluding aviation.

**TEA-21** *Transportation Equity Act for the 21<sup>st</sup> Century.* The United States Highway Act for FY 1998-2003 under which the Transportation Enhancement Program is funded.

**Title VI** *Title VI of the Civil Rights Act of 1964.* All services, programs, and activities shall be offered, conducted, or administered fairly without regard to race, color, sex or national origin.

**Uniform Relocation Assistance and Real Properties Acquisition Act** Provides protection and benefits for people whose property is acquired or who are displaced (forced to move) because of a federal or federally-assisted program or project. On Enhancement projects, there are exemptions for property acquired by conservation organizations. Also, simplified procedures can be used in “voluntary transactions” (when the purchaser is not able or willing to condemn the property).

## 8. TRANSPORTATION BOARD POLICY

BOARD POLICY B-11-03

Page 1 of 3

### TRANSPORTATION ENHANCEMENT PROGRAM

The Director shall distribute and administer the Surface Transportation Program Enhancement funds allocated to Idaho under the Transportation Equity Act for the 21st Century (TEA-21). The purpose of the Transportation Enhancement Program is to preserve and create in Idaho more livable communities where roads blend with and preserve the natural, social, and cultural environment, by using the flexible and innovative funding and design features of the enhancement funds. Projects shall be programmed under the procedures detailed below.

**Programming of Projects.** Funding targets shall be established for enhancement activities as shown below:

Historic Enhancements	15%-30% of available funding
Scenic and Environmental	15%-30% of available funding
Pedestrian and Bicycle Enhancements	40%-70% of available funding

Projects shall be submitted to the Department through a statewide application process. Applications shall be reviewed by staff for completeness and federal eligibility. The Enhancement Advisory Committee, as established below, will submit a prioritized list of projects to the Department for presentation to the Idaho Transportation Board during the annual update of the Highway Development Program. The Enhancement Advisory Committee shall establish project selection criteria as a guide for setting statewide project priority. Department staff may provide comment, as necessary, on funding availability, project development, and other issues related to Department policy.

**Enhancement Advisory Committee.** The Enhancement Advisory Committee shall review the Transportation Enhancement Program applications and recommend projects to the Idaho Transportation Board. Membership shall represent appropriate interested parties and expertise so that the perception of conflict of interest is eliminated as much as possible. The Enhancement Advisory Committee members shall be appointed for two (2) years, with re-appointment by the Chief Engineer. The committee membership shall be as follows:

- the Administrator of the Local Highway Technical Assistance Council;
- one person (to rotate annually) representing Metropolitan Planning Organizations;
- one person from the Idaho Historical Society representing historical interests;
- one person from the Bureau of Land Management representing scenic interests;
- one person representing tourist and recreational interests;
- the ITD Bicycle Coordinator representing bicycle/pedestrian interests;
- an ITD District Senior Environmental Planner representing environmental interests; and
- the Enhancement Program Coordinator from the Federal Highway Administration, Division office will be an ex-officio member of the committee.

The ITD Enhancement Program Coordinator in Highway Programming will facilitate project reviews and recommendations.

**Maximum Federal Participation and Non-Federal Matching Fund Requirements.**

Transportation Enhancement Program projects will be limited to a maximum of \$500,000 in federal enhancement transportation funding. The percentage of matching funds required from the project sponsor as a match for the federal share of enhancement transportation funds shall be based on the sliding scale shown below:

<u>Federal Transportation Enhancement Program Funds</u>	<u>Sponsor Match Required</u>	<u>Federal Participation Ratio</u>
\$0 -- \$100,000	2% of the total federal project cost	98% of the total federal project cost
\$100,001 -- \$200,000	4% of the total federal project cost	96% of the total federal project cost
\$200,001 -- \$300,000	6% of the total federal project cost	94% of the total federal project cost
\$300,001 -- \$400,000	8% of the total federal project cost	92% of the total federal project cost
\$400,001 -- \$500,000	10% of the total federal project cost	90% of the total federal project cost

**Delayed Projects and Unused Funds.**

Due to the large number of projects competing for limited funding, projects that are in the Contract Schedule (first fiscal year) of the Transportation Enhancement Program, will not be allowed to delay into a later fiscal year. Any project that is not ready for contracting during the Contract Schedule fiscal year shall be dropped from the program and project sponsors will have to re-apply during the next programming cycle to re-obtain Federal-aid funding. An exception may be granted by the Chief Engineer for projects which have most of the development completed and are very close to contracting.

If a feasible project is dropped from the Transportation Enhancement Program, the sponsoring agency is responsible for all costs incurred and must reimburse the federal government for any Federal-aid funding that has been received.

The Department will advance other projects to use the obligational authority associated with unused enhancement funds with an emphasis on Transportation Enhancement Program projects where possible. No unused enhancement funds will be carried over into the next fiscal year.



### **Advance Payment**

The Director is authorized to approve, on a project-specific basis, the use of advance payment on the construction-only phase of a project.

### **Effective Date of this Policy**

*Project applications received after November 20, 1998, will be processed using this Board policy. All projects in the FY 1999-2003 Highway Development Program as of November 20, 1998, will continue to be programmed and managed under the previous policy that was in effect at the time the application was approved.*

<div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;">Signed</div><div>CHARLES L. WINDER</div><div>Board Chairman</div></div>	<div style="text-align: right;">Approved by the Board on: Date <u>12/2/98</u></div>
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This policy based on:

- Transportation Equity Act for the 21<sup>st</sup> Century of 1998 (TEA-21)

Decision by the Idaho Transportation Board Former dates of B-11-03:  
6/15/95, and 1/25/96

Cross-reference to related Board Policies

- B-09-08, BICYCLE/PEDESTRIAN FACILITIES
- B-09-11, IDAHO SCENIC BYWAYS PROGRAM
- B-11-02, HIGHWAY DEVELOPMENT PROGRAM
- B-11-04, ALLOCATION OF SURFACE TRANSPORTATION PROGRAM  
APPORTIONMENTS TO LOCAL PUBLIC AGENCIES

# **TRANSPORTATION ENHANCEMENT PROGRAM**

## **9. APPLICATION MATERIALS for FY 2003 Projects**

### **APPLICANT'S CHECKLIST**

#### **Required Items**

1. Project Summary & Certification
2. Project Funding Information & Cost Estimate Worksheet
3. Narrative
  - a. Project Description
  - b. Purpose and Need
  - c. Public Involvement
  - d. Relationship to Surface Transportation
  - e. Financial Responsibility
  - f. Long Term Commitment and Maintenance
  - g. Selection Criteria
4. Vicinity Map
5. Local Federal-aid and Project Request (ITD-2435)
6. Environmental Evaluation (required for construction projects only)

<b>SEND APPLICATIONS TO:</b> <i>Appropriate ITD District by end of work day 3/21/2000</i>  If unsure where to apply, call (208) 334-8209.  <b>DUE DATE:</b> March 21, 2000	<b>FOR PROJECTS in 'MPO' AREAS:</b> Send to appropriate MPO by  BPO DUE DATE FEBRUARY 4, 2000 BMPO DUE DATE FEBRUARY 8, 2000 COMPASS DUE DATE FEBRUARY 18, 2000
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**Transportation Enhancement Program**  
**APPLICATION FORM for FISCAL YEAR 2003**  
**Instructions**

Complete Parts 1 through 5 of the attached application form. The original application must be submitted on letter size pages (or 8<sup>1</sup>/<sub>2</sub> x 11"), single sided. This includes any maps, drawings and photos as well as text. For text entries, use a type font different than the heading on the form. Be as concise as possible. **LIMIT: 16 PAGES (single sided)** including all forms and attachments. Title page is not necessary but will not be counted against the 16 page limit.

**The original, plus 10 copies (the copies may be duplexed) of the application, must be included with your submittal.**

**Part 1- Project Summary and Certification**

**Applicant Organization:** Name of agency or organization requesting the project.

**Sponsoring Agency:** Name of governmental or tribal agency sponsoring the project (Enhancement projects must be sponsored by a governmental entity).

**Project Name and Location:** Name your project and then for location use city/county names, political boundaries, street names, highway route numbers, physical features and "direction and distance from" to indicate its location and extent of the project or work sites. Examples: (1) South side of Highway 43 from Milepost 23 to Rock Creek Bridge, (2) Main Street from 1<sup>st</sup> to 5<sup>th</sup> streets in Jerome, (3) Five sites along County Road #4, between Your Town and My Town in Oneida County.

**Project Description:** Summarize the proposed work, construction, facilities, or property purchase.

**Length:** Enter project length in English units with metrics in parenthesis, or enter other appropriate indicators of size or quantity (acres, number of sign(s) installed/removed, etc.). For a project along a roadway enter any known beginning and ending mileposts. For a bikeway or sidewalk project, the width and total length are required.

**Project Type:** Enter appropriate Transportation Enhancement Activity or activities. See "Eligibility" for list. If the project does not clearly fit into at least one of these categories, it is probably not eligible.

**Transportation Benefit:** Summarize how the project relates to surface transportation and what transportation-related benefits it will add. Indicate type of users (local or tourist, children, pedestrians, bicyclists, etc.), expected annual usage, (brief analysis /explanation), type of benefit (travel, scenic, educational, environmental, etc.) and how long the benefits will be provided. Example: Based on ADT counts. This scenic overlook will be accessible to approximately 5,000 travelers driving past the site daily. About 5% of them are expected to stop and examine the educational displays during summer months (based on current counts at other scenic overlook sites statewide).

**Cost Summary:** Enter total cost from Part 2 (Project Funding Information). Consider all costs associated with the project, including preliminary engineering and construction engineering. The amounts for matching funds, federal funds, and ineligible costs should add up to the total project cost.

**Matching Funds Summary:** Enter totals from Part 2 (Project Funding Information). Any land, materials or labor to be donated as matching funds should be included at fair market value as though payment would be required. Indicate if the project involves any acquisition or donation of property.

**Certification:** Signature of the sponsoring agency agreeing to provide the match and maintenance for the project. For local governments, include the number and date of the resolution passed by the local government to support the match and maintenance requirements of this project.

**Transportation Enhancement Program**  
**APPLICATION FORM for FISCAL YEARS 2003 - Part 1: Project Summary & Sponsor**  
**Certification**

<b>APPLICANT ORGANIZATION</b>	
Name	Contact Person
Address	Title
	Telephone
<b>SPONSORING AGENCY</b>	
Name	
Address	
<b>PROJECT NAME &amp; LOCATION</b>	
<b>PROJECT DESCRIPTION</b> (summary)	
<b>LENGTH:</b> <b>WIDTH:</b> <b>QUANTITY</b> (if applicable): <b>BMP</b> _____ <b>EMP</b> _____ ( where applicable)	<b>PRIMARY ENHANCEMENT CATEGORY</b> <input type="checkbox"/> Historic <input type="checkbox"/> Scenic or Env. <input type="checkbox"/> Ped/Bike
<b>TRANSPORTATION BENEFIT</b>	
<b>COST SUMMARY</b>	<b>RIGHT-OF-WAY NEEDS</b>
Total Project Cost:	Property to be purchased? <input type="checkbox"/> yes <input type="checkbox"/> no
Ineligible for Enhancement:	Easement(s) needed? <input type="checkbox"/> yes <input type="checkbox"/> no
Matching Funds Available:	Donated Property? <input type="checkbox"/> yes <input type="checkbox"/> no
Hard Match:      \$	
Soft Match:      \$	
Federal Funds Requested:	
<b>(Projects requesting more than \$500,000.00 in federal funds will be returned to the applicant)</b>	

**SPONSOR CERTIFICATION:**

I certify that \_\_\_\_\_ (project sponsor) supports the proposed Enhancement project, and that it has the legal authority to apply for and pledge matching funds Transportation Enhancement funds. I further certify that matching funds will be available for the proposed project and that the sponsor will provide maintenance for the project upon completion. I understand that this is not a grant application, that it is a request for reimbursement through the federal aid system, and that all federal rules for contracting, auditing, and payment will apply to this project.

Signature	Date
Printed Name	Title:

Adopted Resolution to support Project #	Date
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## ENHANCEMENT PROGRAM APPLICATION FORM

### Part 2: Project Funding Information

Use the Cost Estimate Worksheet and Environmental Checklist (construction projects only) to identify potential costs. Meet with your ITD District or MPO contact for help in determining relevant cost items or estimating per-unit costs. Calculate costs for all items that apply to the project. Enter totals below. Include the cost estimate worksheet with your application.

If a project is to be constructed in FY 2003, the Preliminary Engineering (PE) costs for that project should be shown in FY 2001 or 2002 depending on the complexity of the project. In addition to your own PE costs, you will need to contact your ITD District to determine how much project ITD will need to administer the project. Projects to be constructed in FY 2003 that need right-of-way (ROW) purchased will need to show those costs in FY 2002 for the project to have a reasonable chance of being obligated for construction in FY 2003.

If your application is successful and your project is placed in the Transportation Enhancement Program for FY 2002, you will need to be ready to go out to bid for construction in that fiscal year. (October 1, 2002-September 30, 2003). Federal funds to construct the project are only available to obligate when the design, environmental and right-of-way activities are completed. If an applicant fails to meet this commitment the project will be dropped from the Enhancement Program and the applicant will need to reapply during the next application cycle and possibly repay any reimbursed funds.

Project Phase	FY 2001	FY 2002	FY 2003
Project Administration			
Engineering & Design			
Environmental Process			
Coordination			
Information / Interpretive			
<b>Total PE</b>			
Property Acquisition			
Other Right-of-way Costs			
<b>Total ROW</b>			
Construction			
Roadway/Bikeway/Walkway			
Buildings, Small Facilities			
<b>Total CONST</b>			

### Matching Funds Available

Type	\$ Value	Name of Source	Date Available
Sponsor's Cash on Hand			
Sponsor 's Future Cash			
<b>Total HARD MATCH</b>			
Donations of Materials			
Donations of Property			
Donations of Labor/Services			
<b>Total SOFT MATCH</b>			
<b>TOTAL MATCH</b>			

	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)
<b>PRELIMINARY ENGINEERING (PE)</b>			
Planning and Concept Development			
Maps and Surveys			
Soils/Geotechnical Investigation			
Hydraulic Study			
Materials Source and Disposal			
Preliminary Design and Reviews			
Final Design (including PS&E)			
ITD Administrative Costs			

#### Environmental Process

Identification of Concerns			
Research and Reconnaissance			
Reports and Findings			
Regulatory Agency Reviews			
Environmental Documents			

#### Coordination

Advisory Committees			
Public Meetings / Hearings			
Local Agency Agreement			
Permits and Clearances			

#### Information / Interpretive

Research			
Identification, Inventory			
Evaluation, Data Analysis, Curation			
Presentations, Proposals, Displays			
Draft Publication or Product			
Reviews			
Final Publication or Product			
Distribution / Implementation			
<b>Total PE</b>			

## COST ESTIMATE WORKSHEET: Page 2 of 2

	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)
<b>RIGHT-OF-WAY (ROW)</b>			
Liaison and Negotiations			
Surveys and Documents			
Acquisition Costs			
		<b>Total ROW</b>	

<b>CONSTRUCTION (CONST)</b>			
Demolition/Removal of Existing			
Clearing / Grubbing			
Grading			
Drainage / Irrigation			
Permanent Signs or Displays			
Temporary Signs or Displays			
Seeding and Planting			
Other Landscaping			
Staging / Storage Areas			

<b>Roadway, Bikeway, Walkway</b>			
Pavement and Base			
Slope Protection			
Erosion/Pollution Control			
Structures			
Signals and Illumination			
Guardrail			
Detours			
RR Crossings			
Utility / Sewer			

<b>Buildings and Small Facilities</b>			
Building Construction			
Renovation / Rehabilitation			
Install Facilities			
		<b>Total CONST</b>	
		<b>Total Cost: PE + ROW + CONST</b>	



# **ENHANCEMENT PROGRAM APPLICATION FORM**

## **Part 3: Narrative**

Provide the following information about your project. (Insert text below or attach separate sheets).

**a. Project Description:**

Describe the proposed work including descriptions of length and width on bike and pedestrian projects. Identify which Transportation Enhancement Activity (or activities) it represents.

**b. Purpose and Need:**

Explain why the project is needed. What problems will occur or opportunities will be lost if not implemented?

**c. Public Involvement:**

How has the public been involved in the identification and development of this project?

**d. Relationship to Transportation:**

Explain how the project relates to surface transportation. Is it linked by function, proximity, or impact?

**e. Financial Responsibility:**

Give a full account of the source, type, and dollar value of matching funds and other resources needed to complete the project. Demonstrate your ability to advance the project to contract in a timely manner with your available resources.

**f. Long-term Commitment and Maintenance:**

Describe how you will provide for long-term management and maintenance of the completed project. Attach copies of signed agreements if parties other than the Sponsor are responsible for any part of this obligation. Maintenance is a critical aspect of any enhancement project. Discuss your plans for maintenance with the ITD District contact to make sure they are adequate.

**g. Selection Criteria:**

Explain how the project addresses the five general criteria and the specific criteria for your type of project. (See page 15 of the Application Packet for the list of criteria and pages 15-18 for factors to consider). If you have already addressed these in items a - g, do not repeat the information, but merely reference the section where it is addressed.

## **Part 4: Vicinity Map**

### **Vicinity Map:**

An 8 ½ " x 11" **vicinity map** that shows the location of the project including the route/street, the beginning point, and the ending point. The map should indicate the county and/or city encompassing the project, a north direction indicator, and the "Project Location" as listed on the application form. An accurate and detailed map is important in locating the project accurately.

## **Part 5: Local Federal-Aid Project Request and ITD-2435:**

Documentation from the appropriate sponsoring agency certifying the ability and willingness of the agency to assume full responsibility (financial and otherwise) for the project, related property, and future maintenance. All project sponsors, other than ITD, must submit the Federal-Aid Project Request form (ITD-2435) and affix to the form an ORIGINAL signature of

the appropriate **Elected** or **Administering** official as documentation of their sponsorship status. The Form is found on the next page.

**Part 5: LOCAL FEDERAL-AID PROJECT REQUEST**

Sponsor (City, County, Highway District, State/Federal Agency)					
Project Title (Name of Street or Road)				Date	
F.A. Route No.		Project Length	m	Bridge Length	m
PROJECT LIMITS (Local Landmarks at Each End of the Project)					
CHARACTER OF PROPOSED WORK (Mark Appropriate Items)					
<input type="checkbox"/> Excavation	<input type="checkbox"/> Bicycle Facilities	<input type="checkbox"/> Utilities	<input type="checkbox"/> Sidewalk		
<input type="checkbox"/> Drainage	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Seal Coat		
<input type="checkbox"/> Base	<input type="checkbox"/> Bridge(s)	<input type="checkbox"/> Guardrail	<input type="checkbox"/>		
<input type="checkbox"/> Bit. Surface	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Lighting			
Estimated Costs (Attach ITD-1150, Project Cost Summary Sheet):					
Preliminary Engineering	\$	(ITD-1150, Line 1)			
Right-of-Way	\$	(ITD-1150, Line 2)			
Construction	\$	(ITD-1150, Line 16)			
Preliminary Engineering By:	<input type="checkbox"/> Sponsor Forces <input type="checkbox"/> Consultant				
Checklist (Provide Names, Locations, and Type of Facilities):					
Railroad Crossing					
Within 3.2 km (2 miles) of an Airport					
Parks (City, County, State or Federal)					
Environmentally Sensitive Areas					
Federal Lands (Indian, BLM, etc.)					
Historical Sites					
Schools					
Other					
Additional Right-of-Way Required:	<input type="checkbox"/> None <input type="checkbox"/> Minor (1-3 Parcels) <input type="checkbox"/> Extensive (4 or More Parcels)				
Will any Person or Business be Displaced:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly				
Standards	Existing	Proposed	Standards	Existing	Proposed
No. of Lanes			Roadway Width (Shoulder to Shoulder)	m	m
Pavement Type			Right-of-Way Width	m	m

<p style="text-align: center;"><b>INSTRUCTIONS:</b></p> <p>Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.</p> <p>Attach a Vicinity Map showing the extent of the project limits.</p> <p>Attach an ITD-1150, Project Cost Summary Sheet.</p> <p>Signature of an appropriate local official is the only kind recognized.</p>	<p style="text-align: center;"><b>SIGNATURE OF SPONSOR</b></p> <div style="border-bottom: 1px solid black; height: 30px; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 20px;">Title</p> <div style="border-bottom: 1px solid black; height: 30px; margin-top: 10px;"></div>
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**ADDITIONAL INFORMATION TO BE FURNISHED BY THE DISTRICT**

Functional Classification \_\_\_\_\_ Terrain Type \_\_\_\_\_ 19 \_\_\_\_\_ ADT/DHV \_\_\_\_\_

December 1999

Idaho Transportation  
Department

**Part 6: ENVIRONMENTAL EVALUATION (construction projects only)**

DATE \_\_\_\_\_ DISTRICT \_\_\_\_\_ ROUTE # \_\_\_\_\_ CITY/COUNTY \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT # \_\_\_\_\_ KEY # \_\_\_\_\_

TERMINI (mp to mp) \_\_\_\_\_ PROGRAM YEAR \_\_\_\_\_

ACRES OF NEW R/W: Public \_\_\_\_\_ Private \_\_\_\_\_ (Discuss the existing use of R/W to be acquired, plus adjacent land use, zoning, development plans, etc., on attached Environmental Evaluation Summary sheet.)

LOCATED ON INDIAN RESERVATION, TRIBAL LANDS, ETC.? ☐ Yes ☐ No

AIR QUALITY: ☐ Attainment Area Non-Attainment Area: ☐ CO ☐ PM 10 ☐ PM 2.5 ☐ Exempt

TYPE ONE PROJECT: (i.e., New location, substantial alignment change, addition of a through-traffic lane) ☐ Yes ☐ No

PEDESTRIAN/BICYCLE PROVISIONS: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

CONSTRUCTION IMPACTS REQUIRING SPECIAL PROVISIONS:

**PROJECT PURPOSE AND BENEFITS:** [Double mark (xx) the item below that best describes the Primary Reason for Proposing this Project.

Single mark (x) all Other Relevant Items

- |   |  |
|---|--|
| <input type="checkbox"/> Maintain/Improve User Operating Conditions                                       | <input type="checkbox"/> Enhance Accessibility for the Disabled/Safety                                   |
| <input type="checkbox"/> Maintain/Improve Traffic Flow  | <input type="checkbox"/> Enhance Pedestrian Safety and/or Capacity                                       |
| <input type="checkbox"/> Time Savings   | <input type="checkbox"/> Enhance Bicycle Safety and/or Capacity  |
| <input type="checkbox"/> Increase Capacity  | <input type="checkbox"/> Traffic Composition Enhancement (e.g., Truck Route, HOV Lane, Climbing Lane)    |
| <input type="checkbox"/> Reduce Congestion  | <input type="checkbox"/> Visual/Cultural Enhancement (e.g., Landscaping, Historic Preservation)          |
| <input type="checkbox"/> Hazard Reduction   | <input type="checkbox"/> Environmental Enhancement (e.g., Air Quality, Noise Attenuation, Water Quality) |
| <input type="checkbox"/> Reduce Highway User Operating Costs  | <input type="checkbox"/> Economic Prudence (e.g., Repair Less Expensive than Replacement, B/C Ratio)     |
| <input type="checkbox"/> Other, List (e.g., Driver Convenience and Comfort regarding Rest Area Projects): |  |

**DOES THE PROJECT INVOLVE ANY OF THE FOLLOWING?** (If YES, describe on the reverse side or an attached sheet)

- |   |  |
|---|--|
| 1. Noise Criteria Impacts* <input type="checkbox"/> Yes <input type="checkbox"/> No   | 17. Threatened/Endangered Species* <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
| 2. Change in Access or Access Control <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Listed <input type="checkbox"/> Proposed  |
| 3. Change in Travel Patterns <input type="checkbox"/> Yes <input type="checkbox"/> No   | 18. Air Quality Impacts <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| 4. Neighborhood or Service Impacts <input type="checkbox"/> Yes <input type="checkbox"/> No   | 19. Inconsistent w/Air Quality Plan <input type="checkbox"/> Yes <input type="checkbox"/> No                     |
| 5. Economic Disruption <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> SIP <input type="checkbox"/> TIP  |
| 6. Inconsistent w/Local or State Planning <input type="checkbox"/> Yes <input type="checkbox"/> No  | 20. Stream Alteration/Encroachment** <input type="checkbox"/> Yes <input type="checkbox"/> No                    |
| 7. Minorities, Low Income Populations <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> IDWR <input type="checkbox"/> F&G <input type="checkbox"/> COE (404)                    |
| 8. Displacements* <input type="checkbox"/> Yes <input type="checkbox"/> No  | 21. Flood Plain Encroachment* <input type="checkbox"/> Yes <input type="checkbox"/> No                           |
| 9. Section 4(f) Lands-DOT Act 1966* <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Longitudinal <input type="checkbox"/> Transverse  |
| (i.e., Public Parks/Rec. Areas/Trails, Wildlife/ Waterfowl Refuges, Wild or Scenic Rivers, Historic Sites/Bridges Archaeological Resources) | 22. Regulatory Floodway <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| 10. LWCF Recreation Areas/6(f) Lands* <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> PE Cert. & FEMA Approval <input type="checkbox"/> Revision                              |
| 11. Section 106-Nat. Hist. Preser. Act* <input type="checkbox"/> Yes <input type="checkbox"/> No  | 23. Navigable Waters** <input type="checkbox"/> Yes <input type="checkbox"/> No                                  |
| 12. FAA Airspace Intrusion** <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> CG (Sec. 9) <input type="checkbox"/> COE (Sec. 10) <input type="checkbox"/> Dept. Lands |
| 13. Visual Impacts <input type="checkbox"/> Yes <input type="checkbox"/> No   | 24. Wetlands* <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 14. Prime Farmland,* Parcel Splits <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Jurisdictional** (404) <input type="checkbox"/> Non-Jurisdictional                      |
| 15. Known/Suspected "Hazmat" Risks <input type="checkbox"/> Yes <input type="checkbox"/> No   | 25. Sole Source Aquifer <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| 16. Wildlife/Fish Resources, Habitat** <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Exempt Project <input type="checkbox"/> Non-Exempt**                                    |
|   | 26. Water Quality, Runoff Impacts <input type="checkbox"/> Yes <input type="checkbox"/> No                       |
|   | <input type="checkbox"/> NPDES-Individual <input type="checkbox"/> DEQ   |
|   | 27. NPDES-General Permit <input type="checkbox"/> Yes <input type="checkbox"/> No                                |
|   | (If no, complete sediment-erosion control plan)  |

\*If yes to these items, supplemental reports or documentation are required (e.g., Relocation Report; Wetlands Determination/Finding; Fish and Wildlife Species List Update; ITD-868, Flood Plain Encroachment, SCS Form AD-1006, Biological Assessment, etc.).

\*\*If yes to these items, a letter of input is required from the appropriate agency.

(See Reverse Side)

**IT IS RECOMMENDED THAT:**

- ☐ A. The project does not individually or cumulatively have a significant adverse effect on the human environment.  
(Categorical Exclusion) ☐ 23 CFR 771.117(c), i.e., Special Project  
☐ 23 CFR 771.117(d), i.e., FHWA Approval
- ☐ B. There is insufficient information to support A above or no precedent exists. (Environmental Assessment)
- ☐ C. The project will result in a significant effect on the human environment. (Environmental Impact Statement)

PREPARED BY \_\_\_\_\_  
Consultant or District Environmental Planner Date

**CONDUCT A SITE REVIEW TO COORDINATE AND VERIFY THE INFORMATION ON THE ENVIRONMENTAL EVALUATION**

REVIEWED BY \_\_\_\_\_  
District Environmental Planner or Project Development Engineer Date

**DO NOT SUBMIT THE ENVIRONMENTAL EVALUATION UNTIL ALL ITEMS ARE COMPLETE**

See format in Section 3.4 of the Design Manual